



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	LYALLPUR KHALSA COLLEGE, JALANDHAR
Name of the head of the Institution	Gurpinder Singh Samra
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0181-2241466
Mobile no.	9878822140
Registered Email	lkcjald@yahoo.com
Alternate Email	principalofficelkc@gmail.com
Address	G.T. Road, Jalandhar
City/Town	Jalandhar
State/UT	Punjab
Pincode	144001
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Harion Verma
Phone no/Alternate Phone no.	01812241467
Mobile no.	9592795030
Registered Email	lkcjald@yahoo.com
Alternate Email	iqaclkc@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://lkc.ac.in/iqac/#1581318014922-75f0c611-75aa
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://lkc.ac.in/wp-content/uploads/2020/10/khalsa.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A+	3.26	2004	08-Jan-2004	07-Jan-2009
2	A	3.74	2011	16-Sep-2011	15-Sep-2016
3	A	3.21	2020	14-Feb-2020	13-Feb-2025

6. Date of Establishment of IQAC	15-Dec-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Workshop on Letter Writing for Secretarial Staff	17-Aug-2018 1	15
Workshop on Online Courses for Faculty	27-Aug-2018 1	46
Training for Microsoft Excel for Clerical Staff	21-Oct-2018 1	12
Workshop for Gardeners	17-Dec-2018 1	12
Faculty Development Program on Computation Statistics and Data Analysis	19-Dec-2018 6	36
Workshop on Case Based Reading	13-Mar-2019 1	25
Special Lecture on IPR Awareness	23-Mar-2020 1	36
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Arun Dev Sharma	DBT	DBT	2018 547	800000
Dr. Arun Dev Sharma	UNNAT BHARAT ABHIYAN	MHRD	2018 1825	50000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Necessary preparations were done for institutional assessment and accreditation by the NAAC for the third cycle. This included collection and compilation of data for SSR and submission of IIQA. 2. Five yearly external academic audit was conducted to review and streamline the institutional output 3. Alternate energy resources such as solar power system were installed in the campus to make it more ecofriendly. 4. Awareness initiatives were taken to inform students and faculty about free online courses through MOOC programme. They were informed about the objectives, procedure and benefits of these courses. 5. The college campus was beautified with installation of wall paintings, planting of decorative plants in the campus and by establishing a flower and plant nursery within the campus.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management	08-Feb-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

14-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The Management Information System is in practice and is used to do various functions such as personal data, Fee, Exam records and library details etc. Library uses Campus Analyzer software

package which is an integrated multi user, multitasking library information software that supports all inhouse operations of the library. The software has all inbuilt facilities required for library automation out of which we have availed service package as mention below: 1. Acquisition 2. Cataloging 3. Circulation The database of books available in the library and can be accessed through OPAC. Campus Analyzer is also used in the administration and finance units to facilitate related jobs which include viewing fee category wise student data, admission status for all class, cast category wise statistical report, admission fee summary report, library status details etc. Apart from this it lets you know exact status of admitted and vacant seats of any class, details of fee collected, class wise, and fee category wise analysis. Students receive SMS and email alerts on specific events. Apart from this, the hostel management is also administered by using this software. This software is also used in examination management of the students. Student attendance and result can also be accessed. The institute also has a robust learning management system (LMS) on the website. The major modules of LMS are Learning Management, Student Login, Teaching Staff Login, Notice Board enotice, feedback and Human Resources. The LMS takes care of online assignments, Eresources as study material, ICT and course outcome. Student Login includes personal details, subjects, project assignment, mark details, syllabus, study material, timetable. Teaching Staff login has records of staff designation, type and job role and their professional details. Notice board -enotice has options to prepare view notices, access based on work flows rights. The feedback system has collection of feedback through web kiosk with approval and summary reports. The institution also has eexam software which has option of taking online exams, class test, house exam and online result check. The Institute also uses auto generated biometric attendance system for the faculty and salary calculation. The CatPro software is used for finance and accounting

purpose. The CCTV cameras in classes are installed for fair conduct of examination and maintaining discipline inside classes. These cameras are installed inside the library for peaceful environment. These cameras are also installed at various points inside the campus for maintaining discipline and surveillance purposes.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution has an effective curriculum delivery system which is a well planned and documented process. Much before the beginning of the session, an academic calendar of Institution is prepared in which all the curricular and co-curricular activities of the institution are enlisted sequence wise, so as to make the students aware of the academic and other activities schedule.

Programme outcomes, programme specific outcomes and course outcomes are conveyed to the students. In addition to this, students are provided details of the curriculum planning of the courses being taught which includes the schedule of coverage of the syllabus in the term evaluation and assessment system and other related information. This curriculum delivery blueprint is given both online as well as offline and / or by the department and the teacher individually using social media like whatsapp, through personal interaction in the classrooms and is also displayed on the notice board of the department. The quantum of syllabus to be covered in a specified time slot is finalized in the faculty meetings of the department. Similarly, the extent of syllabus coverage is regularly monitored by the heads of the respective departments and discussed in the meetings of the department. To make teaching learning more effective, the students are provides with a list of books and resources which they can consult for better understanding of the topics. Time table pertaining to classes is also displayed on the notice board at least three days before the commencement of the session. To make teaching learning effective, academic activities are planned and scheduled in advance and are organized accordingly as much as possible. Students are informed in advance about holding of seminars and workshops and the information regarding this is displayed on the departmental and main notice boards. Information regarding tutorial classes, unit test, house tests, class quiz, and PG classess seminars and their topics is also displayed on the notice boards. Videos and films related to the course are shown to the students in a scheduled manner and information regarding the schedule or the timings is conveyed to the students both electronically and physically. Field Visits and trainings, are organized for the courses with such provisions in the curriculum. In courses with projects works , due guidance is provided to the students. One special feature of the institution is facility of e-resources and e-assignments. The college website hosting lecture notes in e-form remain available to the students who can access them by registering themselves on the website. Similarly, e assignments are also assigned to the students willing to be evaluated and assessed electronically. This ensures an unhindered teaching -leaning - evaluation assessment process beyond the college hours. Information regarding these resources and their availability is made known to the students through the college website, departmental and main notice boards , through personal interactions and also through social media.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Urdu	Diploma in Computer Animation	11/07/2018	1825	Employability	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Punjabi	11/07/2018
BCom	Punjabi	11/07/2018
BBA	Punjabi	11/07/2018
BSc	Punjabi	11/07/2018
BCA	Punjabi	11/07/2018
BDes	Punjabi	11/07/2018
BVoc	Punjabi	11/07/2018
BPT	Punjabi	11/07/2018
MSc	Physics (Radiation)	11/07/2018
MCom	Accounts	11/07/2018
MA	English	11/07/2018
MA	History	11/07/2018
MA	Economics	11/07/2018
MA	Geography	11/07/2018
PGDCA	Computer	11/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	17	385

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BPT	BPT	23
BCA	BCA	69
BSc	Information Technology	39
BSc	Bio-Technology	10
BVoc	Software Development	24
BVoc	Printing Technology	17
BDes	Multimedia	17
MTTM	Tourism Management	22
MSc	Bio-Technology	16
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Feedback from students is obtained on course contents towards the end of the term both offline as well as online. The college has an indirect role in curriculum development as it is an affiliate institution and the curriculum for most of the courses is designed by the university. The college takes regular feedback from the students, teachers, alumni and other stake holders on curriculum and the analysis is communicated to the University through those teachers of the college who are the members of the curriculum developing bodies of the University, such as the Board of Studies. They convey these suggestions in the meetings of these bodies and contribute to curriculum development. Feedback of industry on course is also recorded to create opinion about the course contents. College alumni are also asked to provide feedback on course contents. Students are asked to provide their feedback on a prescribed feedback form which is available in both hard as well as soft forms. There is a provision of feedback through college website also. This collected feedback is put to analysis for finding out areas of improvement. Feedback is also taken on the teaching learning process, growth and development of the institution, its institutional infrastructure facilities and other aspects from parents alumni and students. The College IQAC oversees the process of timely collection and analysis of the feedback different aspects and their forwarding to relevant bodies for effective improvement.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4347	973	90	52	59

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
201	172	7	47	6	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College has adopted and implemented Mentoring System as a student support measure. In this system a teacher acts like a mentor -both as a friend and a guide who supports and encourages a student in his/her academic and personal growth and emotional and psychological development, particularly in the latter's transition phase. The mentor also guides the mentees in how much they should try to achieve. The system, though flexible, functions along well-defined lines. Each faculty member is the mentor of a group of 25 to 30 students allocated to him/ her by the Head of the Department. The teacher mentor counsels the mentees without touching sensitive issues or forcing any information out of them and then providing them needed counseling. Critical issues are brought in the notice of the Head of the Department. The teacher meets the wards informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher and the Head of the Department for reference purposes. Mentors provide their mentoring report to the head of the department who prepares a departmental report which is submitted to the Incharge mentoring scheme. The incharge prepares his consolidated report which is presented to the Principal for necessary action. Types of Mentoring in the institution: Professional Guidance – regarding professional goals, selection of career, higher education. Career advancement – regarding self-employment opportunities, entrepreneurship development, morale, honesty, and integrity required for career growth. Course-specific – regarding attendance and performance in the present semester and overall performance in the previous semester. Lab-specific – regarding Do's and Don'ts in the lab.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5320	201	1 : 26

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
236	201	35	123	57

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation aims at evaluating students so as to assess their learning abilities and then provide them essential support wherever and wherever they need it. This results in better performance of the students in their end semester exams. The Continuous Internal Evaluation system of the institution consists of regular class tests, topic/ subject related quiz weekly/monthly / unit exams, group discussions and in-house exams. Teachers are given autonomy in conducting the class tests. Departments are given autonomy to conduct topic/ subject related quiz and weekly/monthly / unit exams. The House exams are held for all the students. 1. As a teacher understands his class better, autonomy for the teacher has been introduced at the level of class tests. Teachers can decide the time, the frequency and the paper pattern of the class test as they deem right or as is necessitated by the learning abilities of the pupils. 2. To ensure an almost uniform assessment system after the learning needs of the students have been addressed to in a sensitive manner, the departments conduct topic/ subject related quiz and weekly/monthly / unit exams. These things are decided by the head of the department in consultation with the other faculty members of the department. 3. In-House exams are conducted when around 3/4th of the syllabus is covered so as to provide students an exposure to university exams and also to assess their learning levels in context of the university exams and the syllabus covered by then. To augment the learning abilities of the students and to enhance their learning levels, following reforms 1. Interactive learning through quiz, group discussions and practical work is promoted so as to ensure easy and better learning output on the part of students. 2. E-assignments are given to the students through the college website. Students can attempt and submit them online. This ensures a speedy evaluation process. 3. E-learning resources for better learning are provided on the college website for students. This includes lecture notes, PowerPoint presentations, list of web resources for consultation. 4. Tutorial and extra/remedial classes are held for the weak students in order to improve their performance. 5. Students are provided question banks for their respective courses in addition to list of questions asked in previous years' exams. This enables them to ascertain the type of the questions asked in the university exams and also reduces the fear of university exams. 6. Model answers paper is provided by the teacher, orally /in written form to the students before the distribution of marked answer sheets. 7.

7. Table marking system in some of the papers has been introduced for speedy and objective evaluation and assessment process. 8. Teachers form whatsapp group of their classes to exchange important information on topics done in the classroom, information on class tests etc.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The IQAC of the college ensures that the academic calendar of the institution is prepared well ahead of the beginning of the session, is well conveyed, and implemented properly. The institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation. The IQAC also sees to it that the academic calendar allows for CIE effectively. The aim of the institutional academic calendar is to provide students a information regarding the schedule of various activities of the institution such as bridge courses, remedial classes, in house and semester exams, so that they may prepare for the things accordingly. It also aims at ensuring discipline in the institutional working. The academic calendar of the institution describes the schedule of various academic and co-curricular activities to be undertaken by the institution in that particular academic session. The academic calendar of the institution is conveyed to the students through the institutional website, college prospectus and is displayed in the campus through departmental notice boards. The institution ensures that the academic calendar of the institution is followed as closely as possible, subject to conditions. Besides this, departments are also asked to prepare their respective academic calendars and activity schedules for the academic and co-curricular activities of their departments. The schedules are planned in such a way as to facilitate effective and efficient delivery of curricula and to assess and evaluate, regularly and continuously the learning outcomes of the students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://lkc.ac.in/programme-and-course-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://lkc.ac.in/wp-content/uploads/2021/07/SSS.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other	547	DBT	8	8

(Specify)				
Any Other (Specify)	1825	MHRD	0.5	0.5
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Network Security and Server Administration	Computer	22/09/2018
Workshop on Photography	Computer	25/09/2018
Workshop on Web Technology using PHP and MySQL	Computer	25/09/2018
Workshop on Big Data and HADOOP	Computer	09/10/2018
Guest Lecture on Arthroscopic Surgeries	Physiotherapy	22/11/2018
Visit to Deep Artificial Limb Centre, Chandigarh	Physiotherapy	02/12/2018
Workshop on Taping Technique	Physiotherapy	06/12/2018
An interactive Session on Physiotherapy and Rehabilitation	Physiotherapy	16/12/2018
Seminar on Muscle Energy Technique	Physiotherapy	17/12/2018
Workshop on Aptitude Skill Development	English	23/01/2019
Interactive Session with Farmers on Invasive Alien Species: A threat to Nation	Bio Technology	16/02/2019
Next Generation Haemophilus influenzae protein based vaccines and S.pneumoniae vaccine development : A path forward for an acute otitis Media Indication.	Bio Technology	22/02/2019
Lecture on Ophthalmology with reference to Process of eye surgery	Physiotherapy	11/03/2019
CSIR-AROMA Mission	Bio Technology	15/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

[View File](#)

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
40	4	2

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Punjabi	3
Chemistry	4
Botany	3
Zoology	2
Economics	3
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen- cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Clinical Training	Training	Guardian Hospital ,Address: 1, Link Road, Abadpura, Model Town, Jalandhar,	02/07/2018	30/06/2019	39

		Punjab 144003 Phone: 098761 88088			
Clinical Training	Training	Cardionova Hospital, Jalandhar (09814356422 id- info@cardionova.in),	02/07/2018	30/06/2019	36
Clinical Training	Training	Guru Nanak Mission Hospital(01812459137 id- info@gurunanakmission.com),	02/07/2018	30/06/2019	38
Clinical Training	Training	Armaan Hospital, Jalandhar, (0181-5002000 id- info@armaanhospital.com).	02/07/2018	30/06/2019	40
Clinical Training	Training	Global Hospital Jalandhar (0181-4652020, 4662020, id- www.globalhospitaljalandhar.com)	02/07/2018	30/06/2019	31
Clinical Training	Training	HANDA Hospital (01814639305, dr sumeshhanda@yahoo.co.in)	02/07/2018	30/06/2019	34
Clinical Training	Training	APEX Hospital Jalandhar (01812226148, info@apexhospital.com)	02/07/2018	30/06/2019	32
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
28	27.8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Campus Analyzer	Fully	4.0	1999

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20857	770102	Nil	Nil	20857	770102
Reference Books	70963	10548378	221	52820	71184	10601198
e-Journals	14345	13570	Nil	13570	14345	27140
Journals	35	43554	21	34150	56	77704
CD & Video	411	Nil	41	Nil	452	Nil
Library Automation	Nil	Nil	8	239920	8	239920
e-Books	4186185	5900	Nil	5900	4186185	11800
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Inderjeet Kaur	Food Microbiology and Food Safety	SWAYAM	21/08/2018

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	450	14	442	4	2	4	16	60	0
Added	40	2	23	1	1	1	0	0	0
Total	490	16	465	5	3	5	16	60	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

60 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Yamaha Digital Mixing Console	https://www.youtube.com/channel/UCTgm5z72UICQhZBchbXm-2w
Multi Pattern Studio Condenser Microphone with suspension and POP Filter	https://www.youtube.com/channel/UCTgm5z72UICQhZBchbXm-2w
Camera (Sony) PXW Z90 Palm Camcorder with broadcast quality 4K HDR, Fast Hybrid AF and 3G-SDI with Miliboo Fluid Video Tripod Kit, Memory Card 64 GB SD Sandisk Extreme Pro, Card Reader	https://www.youtube.com/channel/UCTgm5z72UICQhZBchbXm-2w
Laviour Microphone with standard XLR Connector for Phantom Powering , Omni directional, Black	https://www.youtube.com/channel/UCTgm5z72UICQhZBchbXm-2w
Shotgun Microphone, Music Sheet Notation Stand	https://www.youtube.com/channel/UCTgm5z72UICQhZBchbXm-2w
18x20 USB 2.0 Audio Interface 8 High Quality Mic Pre, roundtrip Latency Less than 1 ms	https://www.youtube.com/channel/UCTgm5z72UICQhZBchbXm-2w
Dynamic Headphone, 4 Channel Headphone Amplifier, Handheld 4-Track Recorder, Microphone Boom Stand, Speaker Stand Dynamic Mic and Dynamic Instrument Mic	https://www.youtube.com/channel/UCTgm5z72UICQhZBchbXm-2w

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

5.5	5.01	7.5	7.22
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4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Infrastructure Maintenance: The institution has good and competent infrastructure that ensures the optimum availability of physical, academic and support facilities to its students and staff for proficient execution of academic and co-curricular activities. The infrastructure as well as the other existing relevant things are regularly updated and augmented under the guidance of the IQAC. Based on the feedback of the students, faculty members, lab and support staff, visitors to the college, the major requirements of infrastructural augmentation and maintenance and also the topical requirements are determined in the final meeting of the IQAC of the session while chalking out the action plan for the next session. However, minor and emergency infrastructure maintenance requirements are met with immediately by the Principal instead of being included in the action plan. The expenditure incurred is met from the financial grants received from funding agencies such as the UGC, or from the management funds. The institution has recruited specific staff like electricians, computer labs technicians, plumber, carpenter, mason, gardeners and janitors for regular maintenance jobs. Each science department has required staff for equipment maintenance. Security staff also ensures the infrastructure overall care. As infrastructure maintenance set up, the institution follows a hierarchical system with clearly defined duties and responsibilities. For each of the five teaching blocks a senior teacher is appointed as the coordinator of the block to look after the maintenance and cleanliness affairs of the block and works in consultation with the heads of the departments housed in their respective blocks. The Campus Ecology and Maintenance Committee of the college looks after the general cleanliness of the campus, support facilities like notice boards, drinking water, waste management and facilities for divyang students. It also looks after the Student Centre and the Hostel Mess through their respective contractors. Sports playgrounds are maintained by the support staff of the Department of Physical Education and Sports. **Infrastructure Utilization:** The institution has a definite policy and specific duties have been assigned for optimum utilization of institutional infrastructure. Examination and timetable committee is responsible for finalizing the time table in consultation with the Principal for optimal use of classrooms and labs. All the class rooms remain occupied from 8 a.m. to 4 p.m. Practical sessions are held in shifts making optimum use of the labs. The central library remains open from 9 to 4 and support staff remains available all the time to ensure its full use. The cyber centre in the computer block remains open even beyond the teaching hours. Physiotherapy labs remain available for students' practical sessions as well as for treatment of patients coming to the Physiotherapy OPD for treatment of related problems. The seminar and activity halls are used for academic and co-curricular activities. Apart from the institutional activities, the institutional infrastructure- such as classrooms and computer labs- are also used for other activities like online and offline entrance, recruitment and promotion examinations conducted by outside agencies. Requests for use of college infrastructure by outside agencies are dealt with by the Principal directly.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
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Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Competitive Coaching	70	267	39	267
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	12	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
Any Other	5
Any Other	14
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has implemented a two tier system of student bodies to harness the students' talent and potential in accomplishment of the mission of the institution. The system comprises of two levels, the lower level consisting of departmental students' bodies in the form of students clubs, associations and societies that provide students a proper platform for their intellectual growth and the higher level constituting institutional student council. Both of these structures have a set mechanism of formation and operation and distinct functions. The Student Council generally consists of representatives (usually the top position) taken from each departmental students' body and is formed by the principal in consultation with the heads of the departments. The council is actively involved in the organization of various academic and co-curricular activities such as conferences, seminars, cultural functions etc. It also conveys students' issues and problems to the principal. The top member(s) of student council are included in the IQAC of the college and participate in its meetings as active members and are made a part of the decision making process. The departmental student bodies are formed to instill a sense of responsibility among students and increase their active participation in departmental activities. Departments are given autonomy regarding the formation and operation of these bodies with the condition that they conform to the College vision and mission. The Head of the Department in consultation with the teacher-in-charge of the body and other faculty members nominates the students as the office bearers of these bodies. These bodies may have membership of students only or also include teachers as members. These bodies hold academic functions of the department such as extension lectures, knowledge based programmes relevant to their course, cultural competitions and social service and sensitization activities and sports activities, with students in lead and responsible roles. The various departmental clubs and associations are: S. No. Department Student Body 1 English English Literary Society 2 Punjabi Punjabi Sahit Sabha 3 Commerce Business Club (For UG Classes) Commerce Association(For

PG Classes) 4 Computer Science Techno Students Association and IT 5 Physics Raman Physics Association 6 Chemistry Mendeleev Society 7 Mathematics S. Swarn Singh Mathematical Society 8 Geography Akal Geographic Society 9 Zoology Aristotle Society of Life Sciences 10 Botany Aristotle Society of Life Sciences 11 History History Club 12 Biotechnology Biotech Club 13 Political Science Political Science Student's Association 14 Economics Planning Forum 15 Physiotherapy Panacea 16 Physical Education LKC Sports Promotion Club 17 Music Navras Sangeet Society Students also learn event management and acquire managerial skills while organizing activities of these students' bodies on their own. The institution also ensures an active participation of students in advisory roles, in its academic and administrative activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1676

5.4.3 – Alumni contribution during the year (in Rupees) :

120000

5.4.4 – Meetings/activities organized by Alumni Association :

An institution's alumni are its ambassadors to the outer world. The college establishes and maintains a healthy bond with its Alumni through the college website, Facebook pages and emails. Alumni database is prepared and updated by the alumni association of the college which is a body formed for the purpose. The association has its membership at two levels: On one level, there is an executive body that convenes meetings about the activities of the association, on the second level there is a general membership which comprise of all the former students of the college who register themselves with association as its members. The Association performs multiple types of activities. It maintains a regular contact with the alumni and increases the alumni membership. Considerable importance is given to the feedback taken from the members of alumni association on curriculum and other aspects of institutional working. This feedback is conveyed, after analysis, to the IQAC for suggestive changes in curricula of related programmes and institutional functioning and infrastructure. The executive members of the association also try to mobilize funds and donations from the old students of the college as an additional financial support for the development of the institution. The association organizes every year an Alumni Meet on the 5th of December on the birthday of Sardar Balbir Singh, the former President of College Governing Council and an alumnus of the college. Invitations are sent to the ex-students of the college through different modes such as College Website, WhatsApp Group(s), Facebook group, Facebook Page, Newspaper advertisements, telephonic interactions and personal invitations through staff, students and emails. A cultural program is organized with performances by the ex-students of the college. This is followed by interactive sessions in which the alumni share their experiences and offer valuable suggestions to association for the development of the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization The institution believes that decentralization of administration is the key to administrative efficiency. Hence, autonomy in various respects has been provided to different departments of the college. Heads of the departments have the liberty to take decisions regarding their respective departments in the matters like: 1. Appointment of adhoc faculty 2. Framing of departmental time-table 3. Assigning classes 4. Formation of departmental student bodies 5. Conducting Departmental Academic and Cultural Activities such as Extension Lectures, Welcome and Farewell parties of students, Departmental Sports Day etc. 6. Maintaining departmental expenditure 7. Conduct of special examination For the smooth conduct of the departmental activities, various departmental committees are formed having freedom to function. The conveners are entrusted upon to assign duties to their respective committee members and carry out the activities on their own. Participative Management Participative Management is an integral part of the institutional policy. Various strategies are adopted to ensure this and a number of committees have been formed for the proper functioning and management of institutional processes. All these committees are given autonomy to run their activities according to the need under the leadership of capable conveners. Each of these committees has well defined functions. For example, the Academic Council deals with the academic affairs of the college such as framing of academic calendar, timely preparation of the academic time table, timely conduct of in house examination etc. Similarly Sports Committee of the college consisting of teachers -in - charge of various games, manages sports teams and affairs related to them. Likewise, the Dean Co-curricular Committee manages co-curricular activities of the institutions in consultation with the committee and the Principal. The IQAC of the college plays guiding and monitoring role for the institution side by side managing quality concerns of the institution. It chalks out a workable action plan for the institution and monitors its implementation. It also takes regular feedback from students and other stakeholders on curricular aspects and strives for continuous quality improvement in institutional processes. The Principal coordinates the functioning of various committees and departments. Significant decisions regarding the smooth functioning of the institution (required for regular improvement in the quality of its educational provisions) are taken in consultation with the senior staff members and conveners of various committees.

Case Study Introduction of New Value Added Courses After seeing the response of the value added courses introduced in the previous year, and from the suggestions and feedback of the students it was decided in principle to increase the number of value added courses. The academic council of the institution in its first meeting for the session 2014-15 discussed the introduction of new value added courses and unanimously passed a decision of introduction of three new courses. It was also passed to offer these courses without charging any fee. Departmental Heads were assigned the responsibility of running the courses. They were given autonomy in context of devising course contents, teaching schedule and time table, of these courses. Consequently, three value added courses were started and ran successfully.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	The institution working is regulated by an overseeing Governing Council headed by its President. It is planned

and implemented by the Principal in consultation with the IQAC and to ensure work expediency, the institutional administration has been decentralized. The institution has devised a Performance Appraisal System for teaching and non-teaching staff whereby their performance is assessed and remedied or rewarded accordingly. Welfare measures exist for teaching and non-teaching staff like loan against salary, group insurance scheme, maternity leave, fee concession to the children of staff, accommodation to staff, free medical facility, free uniform to the Class IV employees etc.

Industry Interaction / Collaboration

The institution collaborates with the industry for the innovation and entrepreneurship. The institution is in the process of establishing incubation centre to translate innovations into commercially viable products, processes and services while working in harmony with the placement cell of the college for providing students suitable training, personality development and informing them of career opportunities. For effective creation and transfer of knowledge, activity based learning such as project works, internships and field visits in collaboration with the industry and other related bodies are undertaken. The institution has signed MoUs and linkages with industry for student training and well being.

Research and Development

Considering research as a significant element in the process of education the institution lays special emphasis on research. Research is promoted by encouraging the faculty to apply for minor and major research projects and by procuring government and non-government grants. Other research facilities include free internet access, DELNET and INFLIBNET facilities. Faculty is allowed to use college labs for their research work. The teachers are encouraged to publish their papers in journals of repute and recognition. Workshops/ seminars are conducted on Intellectual Property Rights (IPR) and on other aspects as a part of industry-academia collaboration.

Library, ICT and Physical Infrastructure / Instrumentation

Guru Nanak Dev Library of College is a knowledge hub that provides

comprehensive access to text and reference books, journals, magazine, audio/videos, CD-ROMs, data analysis software and much more. The Library is a member of DELNET through which it is connected to 5507 libraries. Record keeping of books, issuing and returning of books is processed through Integrated Library Management System (ILMS) that is operated through Campus Analyser System. The library has both online and offline public excess catalogue. The library plans to undertake a project of digitizing old and rare books for their safe storage and preservation and wider access. The IQAC passed that a greater involvement of ICT in Teaching Learning be ensured. Classroom lectures were supplemented with the audio-visual aids like LCD projectors, PowerPoint presentations, assignments in e-format etc. Learning resources were provided for the students on the college website. Besides, students were made aware of the use of e-books and lecture notes were forwarded to them in e-format. The students were provided with various web links that related them to their topics of study. Students too were encouraged to prepare presentations on particular areas of their studies which resulted, once again, in better understanding of things. New labs too have been established to cater to the needs of courses. Music Room has been established for newly introduced subject of Music. New classrooms have been raised to meet with the requirement of newly introduced courses. Specific equipment needed for the practical training of the students of newly introduced courses have been purchased. An instrumentation lab has been set up for effective teaching learning and productive research. To conduct seminars/ workshops / lectures and cultural activities a new large seminar hall has been constructed. A media centre has been established to record lectures for the students.

Examination and Evaluation

As best evaluation can come with objectivity, effort is made to ensure objectivity in evaluation and assessment of the students by introducing table marking system in house exams. The IQAC in one of its meetings decided to introduce table

marking system on the pattern of university evaluation system. In the new evaluation system, any teacher teaching a particular course is asked to evaluate the answer sheets of the same course but of another section. The teachers were also asked to mark the answer sheets in the evaluation centers only which ensured uniformity and speed in the marking process.

Teaching and Learning

Directed by the IQAC, the Academic council of the institution meets, usually in the beginning middle and end of the session, apart from as and when needed, reviews teaching learning process, its methodologies and learning outcome, and takes appropriate decisions in this regard. For example a step was taken to provide curriculum planning and evaluation blueprint to the students containing term wise division of the syllabus and the details of the examination and evaluation scheme. Mentorship scheme has been introduced where individual and regular counselling of the students is done to ensure their balanced growth, development and progress.

Curriculum Development

The college runs job oriented academic programmes with vocational content and also offers free of cost value added courses run by different departments. Being an affiliated college, the institution participates only indirectly, in curriculum design through its teacher membership of University Board of Studies and Faculties. The feedback obtained from students, employers, teachers, parents and alumni is analysed and the outcome is forwarded to these bodies of the University through teacher members. This has resulted in inclusion of Environment Studies and Drug Abuse in undergraduate degree programmes, and courses on copyrights, IPR, business ethics etc.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	CCTV
Administration	Campus Analyzer
Finance and Accounts	Visual CatPro
Student Admission and Support	Campus Analyzer
Examination	Campus Analyzer, E-Exam

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Mr. Satpal Singh	National Seminar	University of Rajasthan	2000
2019	Mr. Satpal Singh	NAAC National Seminar	NAAC	500

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Faculty Development Program on Computation Statistics and data analysis	Nil	19/12/2018	24/12/2018	36	Nil
2018	Workshop on Online Courses	Nil	28/12/2018	28/12/2018	46	Nil
2018	ICSSR sponsored National Seminar on Punjab Agriculture : Emerging Challenges and Future Possibilities	Nil	07/12/2018	07/12/2018	115	Nil
2019	Workshop on Case Based Teaching	Nil	13/03/2019	13/03/2019	25	Nil

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the	Number of teachers	From Date	To date	Duration
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professional development programme	who attended			
Faculty Development Program	36	19/12/2018	24/12/2018	6
Refresher Course	3	06/12/2018	26/12/2018	21
Refresher Course	1	22/06/2018	11/07/2018	20
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	102	4	114

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
13	13	12

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

In order to have fairness and transparency in financial matters, the institution has introduced the system of both internal and external audits. A mechanism has been established to conduct these audits on regular basis. Internal and external audits both are conducted to ensure proper, justified and valid use of funds. Internal audit are done by qualified Internal Auditors. These internal auditors cross check and verify the transactions carried out in the financial year. Audited financial statements include income and expenditure account, balance sheet prepared by qualified auditors and submitted to banks and other regulatory agencies. External audit is carried out by Statuary auditors appointed by the DPI Colleges, Government of Punjab for the purpose. Any errors and objections, if ever pointed out by the auditors are immediately attended to and rectified and precautionary steps are taken to avoid recurrence of such errors in future.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Sh. Gurdip Singh Sangha	10000	Donation
View File		

6.4.3 – Total corpus fund generated

137835099

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	Yes	Chartered Accountant	Yes	Account Supervisor
Administrative	Yes	Chartered Accountant	Yes	Account Supervisor

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The need for regular PTA is compensated by ensuring regular online and offline interaction between the students and their parents and teachers and the institution 2. Regular feedback on course contents, infrastructure and physical facilities contributing towards better functioning of the institution and useful education for the students 3. Establishing a link between students and their parents and teachers and the institution so as to yield a better output on the part of the institution.

6.5.3 – Development programmes for support staff (at least three)

1. Workshop on letter writing was organized for clerical staff on 17-08-2018. Around 15 non teaching staff members participated in this workshop. 2. A training program on Microsoft Excel was conducted on 21-10-2018 for non teaching staff members, in which around 12 members participated. 3. A workshop for gardeners was organized on 17-12-2018, in which about 12 members participated.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The IQAC of the institution was established after its first accreditation in 2003-04. Under the monitoring by the IQAC, the institution has made significant improvements in academic and administrative areas after the first and second cycles. These are: 1. Mechanism for Assessment of Learners' levels: More emphasis now is given on assessing Learners' levels to adopted appropriate teaching learning methods. Learners' levels are assessed by the teachers through personal interaction, class tests unit tests etc, and appropriate teaching learning strategies are adopted thereafter. (i) Greater involvement of ICT in teaching learning process: Stress has been given on enhanced involvement of ICT in Teaching Learning process. Teachers have been asked to make use of information technology in teaching. Learning resources have been provided on institutional website for the students. Classroom lectures have been supplemented with the use of audio-visual aids. Besides this students have been made aware of the use of e-books. Efforts are being made to integrate e-learning modules in teaching learning process. (ii) Availability of wider range of Courses: A number of new programmes have been introduced after the second accreditation. Most of these are as per the needs of the job market, are technology based and have vocational content in them. New labs too have been established to cater to the needs of courses. Music Room has been established for newly introduced subject of Music. (iii) Mentorship scheme has been introduced replacing the earlier system of student counseling and guidance. Individual and regular counseling of the students is done to ensure their balanced growth, development and progress. Besides these, advance academic planning has been introduced. Linkages and MoUs have been signed with different bodies for student training and well being. 2. Infrastructural Improvements: New classrooms have been raised to meet with the requirement of newly introduced courses. Specific equipments needed for the practical training of the students of newly introduced courses have been purchased. An instrumentation lab has been set up for effective teaching learning and productive research. To conduct seminars/ workshops / lectures and cultural activities a new large seminar hall has been constructed. A media centre has been established to record lectures for the students. 3. Administrative Measures Internal administrative audit of the institution has been carried on yearly basis to ensure effective institutional working. Five yearly external

academic audit has also been done in order to bring efficiency. Training sessions on English language skills of the support staff have been organized. Paperless office culture has been established. 4. Co-curricular Activities: Performance of the institution in co-curricular activities has been strengthened. The institution has repeatedly won the university overall cultural trophy in last five years.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Faculty Development Program on Computation Statistics and data analysis	19/12/2018	19/12/2018	24/12/2018	36
2018	Workshop on Online Courses for Faculty	27/08/2018	27/08/2018	27/08/2018	46
2018	Workshop on Letter Writing for Secretarial Staff	17/08/2018	17/08/2018	17/08/2018	15
2018	Training for Microsoft Exel for Clerical Staff	21/10/2018	21/10/2018	21/10/2018	12
2018	Workshop for Gardners	17/12/2018	17/12/2018	17/12/2018	12
2019	Workshop on Case Based Teaching	13/03/2019	13/03/2019	13/03/2019	25
2019	Special Lecture on IPR Awareness	23/03/2019	23/03/2019	23/03/2019	36

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Discussion on Women Empowerment: A Comparative Analysis	22/09/2018	22/09/2018	21	9
Seminar on Sexual Harrasment of Women at Workplace	10/08/2018	10/08/2018	73	24
Interactive session on Beti Bachao Beti Padhao	08/03/2019	08/03/2019	28	20
Declamation Contest on Role of Women in Family Structure	13/09/2018	13/09/2018	29	27
Poster Making Competition on Women Empowerment	20/08/2018	20/08/2018	19	13
Teej Celebration	04/08/2018	04/08/2018	189	103

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0.89

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	Yes	5
Ramp/Rails	Yes	5
Braille Software/facilities	Yes	5
Rest Rooms	Yes	5
Scribes for examination	Yes	5
Special skill development for differently abled students	Yes	5
Any other similar facility	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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No Data Entered/Not Applicable !!!

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
The Hand Book of Code of Conduct	02/07/2018	This handbook of Code of Conduct has been prepared by the IQAC in following the directions of the Governing Council and in accordance with the Guru Nanak Dev University, Amritsar which is the affiliating university of the college. The purpose of its contents is to make the subjects mentioned in the handbook aware of their responsibilities and of the conduct expected from them. The rights for making amendments in this handbook lie with the IQAC of the institution. The aim of this Code of Conduct is to inculcate a sense of discipline, conscientiousness and co-existence in students and to create a system which will ensure student growth through individual and collective responsibility. All the students of the institution are requested to be aware of this Code of Conduct and are expected to abide by it.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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No Data Entered/Not Applicable !!!

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Solid waste management Solid waste is segregated at the initial stage as biodegradable and non-biodegradable by installing separate dustbins with instructions on them. This segregated waste is appropriately disposed off through the municipal corporation. Paper waste is sold to vendors for recycling at regular intervals. Vermicomposting is done in campus to degrade biodegradable waste using earthworms. Liquid waste management Liquid waste from the hostels and washrooms is safely disposed off through internal sewage system connected to the Municipal Corporation sewage line. The liquid waste generated from the science labs, mostly from the chemistry department has quite high levels of heavy metals in it. This heavy metal rich waste water should be avoided to be directly disposed in the sewage water as heavy metals like mercury, lead and cadmium are highly toxic. E-waste management Safe disposal of electronic waste is also ensured. Electronic waste consisting of outdated computer systems is used to maximum before rejection. Computer systems and their usable parts wherever possible are extracted for re-use and unusable parts are given to the junk dealers. Rain water harvesting The institution tries on its own level to deal with depleting natural resources. One such problem is falling underground water table. To deal with this problem, provision of rain water harvesting has been introduced in the institution. Rain water is collected through Roof Top harvesting of different blocks. Rain water gets collected in lawns adjoining to these buildings through drainage pipes descending from each roof top. Appropriate harvesting pits have been prepared to receive this rain water through channels from which it gets percolated into deeper layers of soil, helping to raise water table. Green Practices Students, staff using Bicycles, Public Transport and Pedestrian friendly roads Students and staff of the college are encouraged to use public transport instead of private vehicles. The use of bicycles is allowed in the college campus. Plastic-free campus Awareness against the use of plastic is done through various activities and the use of plastic in the campus is discouraged. Paperless Office The institution is in the process of switching over to paperless mode in its various activities as a sizeable quantum of formal communication is now carried out in electronic mode that is through emails. Green landscaping with trees and plants One of the chief physical features of the institution is its green campus. Around 50 of the total area of the institution is green and consists of college playgrounds and lush green lawns flanked by shady, decorative and fruiting trees, and hedge plants in addition to flowery shrubs and green grass. The college has plant nursery inside it where an impressive variety of plants is grown. The green belt outside the college is maintained by the college in collaboration with the Municipal Corporation.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Following is the description of two best practices of the institution. a) Title: Student Centric Teaching Learning Process: A student centric teaching learning approach is one that keeps student in centre and employs learning strategies that focus on students, and are student friendly. The institution employs a student centric teaching learning approach. Objectives: 1. To transact the curriculum in a way so as to make the students understand the worth, necessity, usage and application of the things they are to study 2. To add to their existing knowledge in a simple yet wholesome manner so as to make things easier to understand for them 3. To develop related skills in them. The Context For a past few decades it has been globally realized and accepted that the teaching learning approach has to be student centric for its best outcomes. As the institution believes that the student is the direct object and first beneficiary of education process it believes in employing a student centric teaching learning approach. For this purpose it has made appropriate policies

and viable plans. This includes identifying the types of learners and dealing with them accordingly, modifying the existing modes of teaching by making them more flexible, rich in variety, interactive, experiential, practical and inclusive of technology making relevant changes in schemes and methods of evaluation and assessment wherever possible and encouraging and motivating them for better performance. The Practice In order to make teaching learning process student centric, different strategies are adopted which are enlisted below: I. Proper information about the course undertaken: Students are informed in the beginning of the session about their programme outcomes, programme specific outcomes and course outcomes in different ways such as college website, departmental notice boards and classroom interactions. They are also informed about the courses contents of their respective courses. They are given a curriculum planning and evaluation blueprint to enable them to ascertain their learning goals. II. Filling up the knowledge gap: Bridge programmes of one week duration are run for the entry level classes to relate or fill the gap of their previous information with the course undertaken. III. Identification of Slow and Advanced learners: Students are identified as slow advanced and moderate learners and strategies are adopted accordingly. These learner types are identified through personal interaction and mentor mentee interactions and class tests. Tutorials and extra classes are held for the slow learners to bring them at par with other students, whereas advanced learners are assigned tasks such as project works, field work, assignments, presentations and seminars to promote them. Moderate types of learners are encouraged to improve their skills and fall in the category of advanced learners. IV. Emphasis on learning by doing: Activity based learning is promoted in order to enable students to have a better understanding of things. Students are encouraged to participate in activities such as map making, chart making, powerpoint presentation making on the topics related to their course contents. Seminar based learning is a part of some of postgraduate courses. Students are assigned tasks such as project works and field work to have a practical not bookish knowledge of the things. Besides, guest lectures and visits to the places of significance as per the subject are also arranged for the students. Internship is an essential part of Physiotherapy, Masters in Travel and Tourism and B.Voc. courses. Linkages have been signed with different agencies for effective training of the students. V. Incorporation of ICT in teaching learning: In order to make teaching learning more interesting and interactive, emphasis is given on involving ICT in teaching learning. A website hosted LMS has been made functional where students are provided e learning resources in the form of e-notes, e-assignments and presentations. PowerPoint presentations, LED projectors smart boards, video lectures and films and clips make learning an interesting and effective process. Outcome: The outcome of this effective teaching learning programme is the high success rate of the students of various classes, and it is also reflective in a good number of university top positions and merits and distinctions claimed by the college students. 2. Promotion to Research: Objectives 1. To promote research activities among the faculty so as to enrich their knowledge about the specific areas of study and to employ the benefits of the research outcomes for the betterment of the society. 2. To inculcate and develop research aptitude in the students so they may contribute to the field of research in future. The context Research in India for past few decades has begun to gather more attention. The institution too has policy of promoting research activities and for the purpose, it has made changes in the existing systems and met the requirements. It has procured needed infrastructure which included ultra modern labs, computer systems with internet facility, a rich library with linkages with other libraries and access to online information resources such as INFLIBNET in addition to a constructive research ambience. The institution has successfully implemented these things. The Process In order to promote research, the institution ensures following things: a) Research Infrastructure and Other Facilities: 1. Free internet

access available to the faculty in their respective departments, labs, in the Cyber Centre and the Central library of the College. 2. Permission to faculty members to use well equipped ultra modern College labs for their research work

3. Around 50 labs for academic and research activities, in addition to an instrumentation lab particularly set up for research purposes, having advanced instruments in it for physical sciences chemical sciences, biosciences etc. 4. DELNET linked and INFLIBNET subscribed central library having over 95000 books on different subjects, connected to more than 1000 national and international libraries availability of E-Journals, b) Financial Support: Encouragement is given to the teachers to participate, and present research paper/ posters etc. in national and international level conferences, seminars and workshops. For this financial assistance in the form of registration fee, is allowed to the participating faculty members. Financial aid if needed, is also provided for the organization of research activities such as seminars, conferences and workshops and to conduct research projects, from the management accounts. Financial assistance is also provided for publication of research journals by different departments of the institution. c) Research Journals: To promote research publication, the institution publishes subject specific research journals which belong to the streams of Computer Science, Biotechnology and Commerce. d) Involvement in Research Activities: The institution freely allows its teachers to get involved in research activities. Teachers are encouraged to earn M.Phil / Ph. D. degrees and required permissions are granted without any delay. Adjustments if needed are also made in case of teachers attending pre Ph.D. Coursework. Study leave is also allowed to the faculty, if demanded. e) Research Centres: Considering research to be a significant element in the process of education, the institution has established research centers which include Centre for the Shri Guru Granth Sahib Studies, Centre for Historical Studies Punjab Centre for Migration Studies, S. Balbir Singh Centre for Science and centre for Diaspora Studies, Centre four Punjabi Culture and Folklore Studies. Each of the centre is headed by in-charge faculty members. f) Monetary Encouragement to Research Activities: Faculty participation in research is encouraged by giving financial benefit to the teachers undergone research work (M. Phil. / Ph.D.) by granting them additional increment (s), as per government and management rules. g) Ethical Support to Research: Faculty members contributing to research by earning research degrees, accomplishing research projects, attending international conferences abroad and getting their papers published in international journals of repute are honored in the annual prize distribution function of the institution in recognition of their research contribution and also to encourage the other faculty members. h) Innovation and Entrepreneurship Cell: the institution has established an Innovation and Entrepreneurship Cell to promote research and innovation in students and faculty. i) Involving Students in Research: The institution promotes participation of the student in research activities. Although research as such is a part of the academic curricula of some of the courses only, various departments do encourage students to learn the basics of research. The students of M.Sc. (IT), M.Sc. Chemistry, B.Sc. and M.Sc. Biotechnology, BCA, B.Sc. IT, BBA and B.Com Professional undertake project work. PGDCA student also take assigned project works. As many as 19 programmes have research based activities such as field works, term papers and trainings and internship as a part of their curricula. Outcome: As a result of the institutional practice of promotion to research, as many as 25 teachers of the institution earned Ph.D. degrees in past five years. In these years 527 research publications including books and chapters were made by the faculty members. Apart from over 320 presentations were made in different seminars and conferences besides over 30 faculty development activities including those on research training and IPR awareness have been organized by the institution in last five years.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your

institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The working of the institution is guided by and oriented towards its vision mission statements. To cater to this objective, different mechanisms are adopted which are given below: 1. Through Academic Activities: The institution offers a blend of traditional and modern education. These programs are at certificate, degree, diploma and postgraduate diploma levels. Classroom teaching is supplemented by use of ICT techniques like Power Point presentations, audio visual aids, learning management system functioning through the college website. Besides these, the institution also organizes seminars, conferences and workshops for students. Innovation and research is promoted in students through the Innovation and Entrepreneurship Cell of the college. 2. Skill development through co-curricular activities: Efforts are made to bring out the hidden talent of the students so as to promote their all round growth. This is done through Sports and other co-curricular activities. (i) Sports: The institution offers a widest variety of around 40 games to its students. Students willing to participate in games are asked to appear for sports trials. Selected students are given admission subject to eligibility conditions. To promote sports, a number of facilities are offered to the player students which include half fee concessions to full freeships, and free hostel and mess facilities. The institution has required infrastructure for most of the games that it offers games it offers to its students. This includes hockey and football grounds, standard athletics track, basketball and volleyball courts, boxing ring, Astroturf laid mini hockey ground etc. For fitness purposes an indoor gym has been established in the institution besides an outdoor gym. Outcome: Owing to these sports facilities, the institution has won the university overall sports championship for twenty three times out of which eleven times it has been won consecutively. Some of the renowned players of the national and international repute are the products of this institution including S. Ajitpal Singh Padmashri and S. Pargat Singh Padmashri the former captains of national Hockey teams of India. The players of the institution form a major part of the university team participating in and winning the prestigious MAKKA trophy. In last 5 years 27 players have won international and 160 players have won national medals. (ii) Other Co-curricular Activities: The institution offers a wide variety of cultural events and activities to its students. In the months of August, students are invited to appear for trials for various extra mural activities. Selected students are given opportunities to express their talent through participation in youth festivals and other competitions. Students excelling in these activities are encouraged and promoted by offering them liberal concessions. Outcome: As a result of this practice, the institution has proved itself in the arena of co-curricular activities by repeatedly winning university youth festival trophies and by forming a sizeable part of university team participating in national youth festivals. Many of the artistes of national and international fame have been the students of this college, including popular Punjabi singers Malkit Singh and Sarabjit Cheema and Bollywood singer Jyotica .

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The college believes in setting up goals and then achieving them systematically. Five yearly action plan devised that acts as a guiding principle for the IQAC.

Yearly action plan is chalked out by the IQAC in its final meeting for the session. Plan for Next Academic Year:

- To widen the range of available programmes with introduction and implementation of new courses vocational in nature and content. Appropriate infrastructure to be procured, students to be oriented towards the new courses.
- Various value added courses to be reviewed in terms of their popularity, viability and course contents, existing courses to be replaced by new courses or changed in their course contents, but not enhancing their number
- Improving the overall academic performance by paying individual attention on students programme -semester-wise and course-wise yielding comparative challenging results and by taking other remedial measures as identified by the IQAC, academic council and teaching departments
- Availing maximum grants from government bodies mobilizing the resources for the institution for academic research and development activities by applying to various government and non-government agencies for grants.
- Ensuring greater ICT involvement in teaching learning by procuring advanced infrastructure for ICT incorporation in teaching learning activities, ultimately making in IT based providing web based teaching by hosting more of e-learning content on institutional website
- Looking for scope for student training and employment by establishing collaborations through formal linkages and MoUs for student training with industry through formal linkages and MoUs
- Promoting the innovation and entrepreneurship potential of the students by making the innovation and entrepreneurship cell more functional, installing and operating startup units for student orientation towards entrepreneurship.
- To augment institutional academic, co-curricular and sports infrastructure so as to enable students to have optimum benefits in these fields.
- Enhancing the performance of the institution in co-curricular activities by strengthening the mechanism to identify and train the students and by offering incentives.
- To defend University Sports Trophy and strengthening the sports system in order to sustain the sports achievements
- To create a more productive system of placement and training by organizing more of training activities and by increasing the number of interactions with industry
- Optimizing institutional activities so as to move ahead towards excellence, and to apply for college with excellence award.
- To create a paperless working culture by adopting digital communication and employing digital formats in official working.